

LANCASTER COUNTY
SOCIAL SERVICES DIRECTOR

NATURE OF WORK

This is professional human service work developing and coordinating all social service programs for residents of a county operated nursing facility.

Work involves planning, developing and supervising a variety of social service programs to meet residents' social, spiritual, psychological, emotional and financial needs; assisting residents and family members in resolving problems and meeting identified needs; and providing for resident advocacy to ensure recognition of personal rights and choice of lifestyle. Work also involves providing assistance in resolving resident financial and legal problems through contact with a variety of community agencies; participating in the nursing assistant training course; coordinating resident discharges throughout the facility; and preparing and administering the division budget. An individual within this classification is expected to use independent judgment and discretion in making routine work decisions ensuring compliance with departmental, State and Federal regulations. Supervision is received from the Nursing Home Administrator with work being reviewed in the form of reports submitted, conferences, and results achieved. Supervision is exercised over facility Social Workers.

EXAMPLES OF WORK PERFORMED

Plan, develop and supervise a variety of social service programs to meet the social, spiritual, psychological, emotional and financial needs of facility residents; coordinate resident discharges throughout the facility; supervise, schedule and evaluate the work of facility Social Workers.

Assist residents and family members in resolving personal, social, financial and legal problems and meeting identified needs; provide resident and family assistance in resolving financial and legal problems by referring and contacting a variety of community agencies.

Provide for resident advocacy to ensure proper recognition of personal rights and choice of lifestyle.

Develop, supervise and participate in the nursing assistant training course as it relates to resident psychosocial needs, mental illness, death and dying, discharge planning, resident behavior and appropriate interventions and resident choice issues.

Recommend, develop, plan and promote new committees and programs within the facility and community to enhance the lives of facility residents.

Prepare, evaluate and administer the division budget.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the principles, practices and techniques of planning, developing and implementing social service programs for residents of a licensed nursing facility.

Considerable knowledge of the social, financial and family-related problems and situations generally associated with confinement in a nursing facility.

Considerable knowledge of the functions and services provided by various community agencies as they pertain to residents of a licensed nursing facility.

Knowledge of budget preparation, implementation and ongoing evaluation and modification.

Ability to supervise, schedule and evaluate the work of social service personnel.

Ability to identify and empathize with the problems encountered by residents and to provide assistance in meeting personal needs and goals.

Ability to establish and maintain effective working relationships with co-workers, residents, family members, representatives from community organizations and the general public.

Ability to communicate effectively both orally and in writing.

Ability to make professional and administrative decisions in accordance with facility, State and Federal policies and regulations.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in sociology, psychology, gerontology, social work or related field including certification as a Social Worker by the State of Nebraska plus considerable work experience in the provision of social services in a licensed nursing facility or health care setting.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in sociology, psychology, gerontology, social work or related field including certification as a Social Worker by the State of Nebraska plus work experience in the provision of social services in a licensed nursing facility or health care setting or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Employees in the class working at Lancaster Manor must meet such physical and health requirements necessary for employment in a licensed nursing facility as required by the State of Nebraska.

Approved by: _____
Department Head

Personnel Director

Revised: 8/97

PS7771